

City of Hayward
HAYWARD PUBLIC LIBRARY

COLLECTION DEVELOPMENT STATEMENT

I. Introduction

The Collection Development Statement of the Hayward Public Library has been written to a set policy and a plan for a systematic approach to the acquisition of material and collection maintenance which supports the mission and goals of the Hayward Public Library.

II. Collection Development Policy

The Collection Development Policy expresses the philosophy and purpose of the Library and sets a direction for the selection and acquisition of library materials.

The Hayward Public Library is committed to providing collections, resources, and services that meet the cultural, informational, recreational, and educational needs of Hayward's diverse, multicultural community and all users of the Library. The collection will be broadly based and diverse to support the Mission Statement of the Library. (Appendix 1)

The Library will strive to provide a balance of viewpoints on subjects in the collection.

The library will strive to provide materials for the diverse cultures represented in Hayward and to provide materials in the major languages represented in the city to the extent that resources permit.

The Library will purchase materials proportional to levels of demand and use, taking care to anticipate and respond to changing situations. Collection emphasis and direction will be reviewed on a yearly basis to ensure a responsive and viable collection.

The Library will practice sound, ongoing collection management, using output measures, statistical information from the Library's integrated online system and other data, such as patron/staff input, gathered in order to continuously evaluate the collection.

The Library will adhere to the **Library Bill of Rights** adopted and reaffirmed by the American Library Association. (Appendix 2)

The City Council, as governing body for the City of Hayward and the Hayward Public Library, has adopted the Collection Development Policy of the Hayward Public Library and as part of this Policy, has adopted the **Library Bill of Rights**, the **Freedom to Read Statement** (Appendix 3), the **Freedom to View Statement** (Appendix 4), and the following interpretations of the Library Bill of Rights: Evaluating Library Collections (Appendix 5); Expurgation of Library Materials (Appendix 6); Challenged Materials (Appendix 7); Statement on labeling (Appendix 8); Diversity in Collection Development (Appendix 9); Free Access to Libraries for Minors (Appendix 10); and Restricted Access to Library Materials (Appendix 11).

III. Purpose of the Collection Development Plan

The Plan is intended to:

- ✓ guide selectors in choosing materials for the collection
- ✓ guide the Librarians' group and the administration in allocating available funds
- ✓ establish collection direction and provide guidance for the withdrawal of obsolete or seldom-used materials
- ✓ Enable staff and management to evaluate existing collections and refine and revise direction in the continuing development of collections and services

IV. SELECTION OF MATERIALS

Selection Guidelines

To meet the educational, informational and recreational needs of the Hayward community, the Library selects materials on a large variety of subjects and in different formats, to respond to the wide range of ages, ethnicities, languages, educational backgrounds, interests, and reading skills of library customers. Materials are selected to meet the objectives of public library service consistent with the primary roles selected for the Library during strategic planning and included in the long range plan of the Library: *promotes and celebrates the diverse cultural heritage of the community in all of its services and programs, supports each individual's right to know, provides popular materials and a reference center, encourages lifelong interest in reading and learning, and serves as an advocate and resource for new readers of all ages.* (Appendix 1)

The selection of any material for the collection of the Library does not constitute endorsement of its contents. Decisions are made solely on the merits of the work in relation to the building of the collection; the provision of more than a single viewpoint; and to serve the interests of customers. The Library does not directly attempt to meet curriculum needs of educational programs. Materials selected are supplemental to elementary and secondary educational requirements and support

post secondary programs only insofar as there is interest and need for the materials in the general population. While all questions are considered on an equal basis, materials sufficient for multiple queries are not funded or available. As always, budget considerations will also guide the selection of these supplemental materials.

The library accepts gifts of library materials with the understanding that the same selection guidelines are applied to gifts as are applied to materials purchased by the Library. Cost of cataloguing and processing each item is a factor in deciding whether to add each item (for checklist, see Appendix 11). The Library reserves the right to make final disposition of all gifts received. Most are donated to the Friends of the Library for inclusion in their book sales. Gift materials not added to the collection cannot be returned to the donor. Monetary gifts are gladly accepted. Discussion between staff and donor can determine topic or title(s) of interest, with agreement being reached by all parties involved. Commemorative bookplates are available for placement in materials.

V. MATERIALS SELECTION

Selection responsibility ultimately rests with the Library Director, who works within the framework of policies recommended by the Library Commission. Actual selection is assigned to librarians responsible for individual subject areas. The Supervising Librarians oversee the selection process.

Suggestions for purchase by library customers are welcomed and given every consideration. A suggested title may be purchased if it meets the selection standards of the library.

Selection Criteria

The criteria for evaluation of materials includes timeliness, usefulness, popular demand, literary or artistic merit, permanent value, the need for and availability of information or materials in the subject area, authoritativeness, and cost. Selections are made to build and maintain a balanced collection, and include a variety of viewpoints and opinions to meet community needs.

Library Collections

The collections of the Hayward Public Library will include, but are not limited to, books, periodicals, documents, audiocassettes, compact discs, videocassettes, digital videodiscs (DVDs) and electronic resources. The collections include access to the Internet, which as a vast network of websites and databases, not pre-selected in the traditional manner (see Appendix 12) for the Internet Use Policy, Rules and Procedures).

Branch Selection

Emphasis will be on popular and educational support materials. The Branch reference section will be limited; the majority of reference materials, including specialized materials will be kept at the Main Library.

Selection Tools

Selection of materials is made from book reviews in professional and popular journals and magazines, subject bibliographies, publisher's catalogs, vendor-generated selection lists, customer requests, preview of materials, and publication announcements.

Standing Orders

Materials that are ordered on an annual basis, or updated regularly, which meet the selection criteria, are often placed on standing order to ensure their timeliness. Most of these titles are reference books.

Materials Format

Materials are purchased in formats that are appropriate for library use. Hardcover editions are preferred because of the durability needed for circulation. However, paperback editions may be purchased because they allow duplication of information in the high demand, heavily used subject areas. Non-print and electronic formats are also considered.

Non-Print Formats

The Library acquires media material to the extent that funding and customer and interest supports. Audio and video cassettes, compact and video discs are selected for the best representation of their genres. We strive to maintain a representative sampling of community tastes, basic instructional materials, and core classics.

Videotape and Digital Videodisc (DVD)

The videotape collection contains quality videotapes in English, Farsi, Hindi, Spanish and Vietnamese with subject matter including, but not limited to, education, travel, entertainment, foreign films, and children's. The DVD collection contains feature films. Criteria for the selection of videotapes and DVDs will follow the general criteria outlined in the Hayward Public Library Collection Development Policy. The videotape collection of the Library is fairly extensive and is offered on ½" VHS videocassettes. The DVD collection, due to limited budget funds, is smaller and limited to feature films. The Library does not offer video equipment for loan. In keeping with the American Library Association's **Library Bill of Rights and Freedom To View** (Appendix 4) statements, the Library provides free and equal access to the

entire range of library resources and formats, including videotapes and DVDs. These rights extend to all users of the library including minors.

Emerging Technologies

Because of the rapid evolution of electronic publishing (e-books and web based reference products) the Library has a responsibility to examine and consider cutting edge information technology to provide access within the selection criteria of the collection Development Policy.

Multiple Copies

Titles are duplicated if the materials are of timely or permanent value, subject to budget limitations. Duplicates may be purchased for the Branch collection or to make the same title available, for example, in both the Adult and Young Adult collections.

The Library buys multiple copies of high-demand, popular items such as “best sellers” to improve service and limit waiting by customers for titles of current interest.

New Reader

In keeping with the goals of the Mission Statement, the Library is committed to providing language texts and easy-to-understand materials for adults with limited reading or English skills. Purchase of these materials is done in cooperation with our Literacy Specialists.

Reference Materials

One of the most important Library functions is to serve as a general center of information by providing reference and research materials. Reference materials are consulted for definite information rather than consecutive reading. Factors considered in the selection of reference materials are: authority, reliability, scope, treatment, format, cost, existing holdings, demand, and availability. Access to information is also provided beyond the walls of the Library through community referrals and electronic sources such as Internet and online databases.

Magazines

Magazines are selected to supplement the book collection with current material in various subject areas, for use as archival materials, and for informational and recreational reading. Criteria for selection are based on: accuracy and objectivity, indexing available, information and currency needed to supplement the book collection, local interest in the subject, availability in other libraries in the area.

Newspapers

Newspapers are selected to meet reference and research needs, and to provide current and local information. Space problems and prohibitive costs determine the ability of the Library to maintain extensive newspaper files.

Pamphlets

Selection of pamphlets follows the general policies outlined for book selection. A balance of viewpoints is sought on all subjects.

Controversial Issues

It is one of the responsibilities of the Library to provide material that will enable the library user to form his or her own opinion. To accomplish this purpose controversial materials may be purchased to further illuminate various sides of an issue.

Pressures

The Library does not abdicate its responsibility for materials selection to any individual or organization issuing restrictive lists. If materials serve the purpose of the Library, are of required quality, and fill an existing need, they should not be removed from the shelves because of pressure groups or individuals. We are supported in this belief by the Library Bill of Rights. (Appendix 2)

Labels

The Library does not indicate, through the use of labels or other devices, particular philosophies outlined in a book. To do so is to establish in the reader's mind a judgment before the reader has had the opportunity to examine the book personally.

VI. COLLECTION MAINTENANCE AND EVALUATION

Collection maintenance and evaluation is important to ensure the materials in the Library are balanced and responsive to community needs. As with all responsibilities of the Library staff, the amount of time dedicated to these tasks is determined by staffing resources.

Withdrawal of Materials

The Library strives to maintain an up-to-date, useful collection. Titles and items are withdrawn from the collection through periodic, systematic review by librarians. Materials may be withdrawn because they are worn, obsolete, or seldom used, or superseded by a newer edition or better work on the subject. Items that have been lost or physically damaged are also withdrawn.

These decisions to withdraw materials require as much thought and care as selection judgements. Once librarians have determined that an item or title is no longer

needed for the collection, the procedures of the Library for withdrawal and disposing of materials will be followed.

Evaluation of the Collection

On-going evaluation and weeding is necessary to keep the collection responsive to the needs of the community, to ensure its vitality, and to make space available for new materials. Whenever possible, and as resources allow, librarians may review collections, comparing the holdings of the Library against professional tools and bibliographies accepted as standard for the subject or genre.

During the process of evaluation, the librarian will have the opportunity to identify subjects where materials are needed, missing titles that should be replaced, older editions of titles which should be updated, and subjects, authors, and titles that are no longer in demand in the community. Statistical tools such as circulation reports and client surveys will help librarians to determine how the collection is being used, and community demographic information will be used to help keep abreast of changing community needs.

VII. WORLD WIDE WEB SITE LINKS ON LIBRARY WEB PAGES

The Hayward Public Library offers World Wide Web (WWW) access to the Internet and its multitude of resources from computers within the Library. To facilitate the use of the Web in navigating the Internet, the Library presents a subject-approach to selected WWW sites.

WWW sites, provided as links on the Library Web Pages, are selected to enrich, broaden, and complement the print and audiovisual materials of the Library. Their selection is an extension of the Library's Collection Development Policy to include the vast resources available online. These online resources may be selected to provide home or in-library access to types of material available in print form at the Library or they may be selected to provide more current and more specific material than that available at the Library. In selecting resources available on the internet, the Library attempts to use to its full advantage the unique nature of the Internet by providing government databases for reference needs, sites for informational needs, homework help, and fun activities for both children and adults.

Influencing Factors

Internet access to the public at the Library exists to serve the general informational, educational, and recreational needs of the community. Quality and validity of the information, accessibility, design, and its up-to-date nature are deciding factors in the selection of a World Wide Web site to be included in the Library's links.

Selection Plan

Standard professional print publications are increasingly publishing reviews of online resources. *Internet World* and other computer-related journals, as well as general interest magazines and newspapers, regularly have articles or features on the best Internet resources. Other organizations, such as the American Library Association and the Librarian's Index to the Internet (sponsored largely by the U.S. Institute of Museum and Library Services, the Washington State Library, the California Digital Library, and other sources) also review and recommend Internet sites. These and other similar resources are the primary sources for assigned Library staff in choosing sites for Internet links. Criteria for the selection of Web sites for the Hayward Public Library include the following:

- 1) Preference is given to sites of governmental, academic or non-profit agencies. If these are not available, commercial sites with a minimum amount of advertising may be included. Sites that generate extensive popup advertising will not be included.
- 2) If the Library carries print materials from a particular source, a site link may be included to provide updated or augmented information for that publication.
- 3) Sites are reviewed for the quality, validity and currency of content, accessibility, design, format and ease of use before inclusion on the Library web site.
- 4) When dealing with controversial topics, sites with differing points of view should be provided whenever possible. Sites will not be omitted or included based on a particular viewpoint.
- 5) Sites will be examined and reevaluated regularly in order to maintain working links to Web sites and to assure continued quality of content. As links become inactive or out-of-date, their links will be removed.
- 6) The Library will not provide links to sites promoting or exhibiting hate, bias, discrimination, pornography; libelous or otherwise defamatory content.
- 7) Every request by a person or entity to have the Library provide a link from its website to the requesting party's website must undergo review to determine whether it meets Library guidelines.

Disclaimer of Endorsement

The information posted on the Hayward Public Library's website includes hypertext links to information created and maintained by other public and/or private organizations. Hayward Public Library provides these links solely for the information and convenience of the users of the Library's website. When users select a link to an

outside website, they are leaving the Hayward Public Library website and are subject to the privacy and security policies of the owners/sponsors of the external site.

The Library does not control or guarantee the accuracy, relevance, timeliness or completeness of information contain on a linked website.

The Library does not endorse or recommend any third party web site, product, or services, unless otherwise noted.

The Library does not authorize the use of copyrighted materials contained in linked websites. Users must request such authorization from the sponsor of the linked website.

The Library is not responsible for transmissions users receive from linked websites.

Adopted: October 12, 1982
 (by City Council Resolution 82-316)

Revised: October 1995
 February 1997
 January 2004

The Hayward Public Library Mission Statement

The Hayward Public Library promotes and celebrates the diverse cultural heritage of the community in all of its services and programs. The Hayward Library is committed to providing materials and services that support each individual's right to know and that encourage the development of a lifelong interest in reading and learning. The Hayward Library is a popular materials and reference center, actively promoting use of its diverse collection through the assistance of trained and helpful staff. The Hayward Library serves as an advocate and resource for new readers of all ages.

VII. Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

VIII. The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by: American Library Association and
Association of American Publishers

Subsequently Endorsed by:

- American Association of University Professors
- American Booksellers Foundation for Free Expression
- American Society of Journalists and Authors
- American Society of Newspaper Editors
- Anti-Defamation League of B'nai B'rith
- Association of American University Presses
- Center for Democracy & Technology
- The Children's Book Council
- The Electronic Frontier Foundation
- Feminists for Free Expression
- Freedom to Read Foundation
- International Reading Association
- The Media Institute
- National Coalition Against Censorship
- National PTA
- Parents, Families and Friends of Lesbians and Gays

- PEN American Center
- People for the American Way
- Student Press Law Center
- The Thomas Jefferson Center for the Protection of Free Expression

Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990

Evaluating Library Collections: An Interpretation of the Library Bill of Rights

The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to users. In the process, materials may be added and physically deteriorated or obsolete materials may be replaced or removed in accordance with the collection maintenance policy of a given library and the needs of the community it serves. Continued evaluation is closely related to the goals and responsibilities of libraries and is a valuable tool of collection development. This procedure is not to be used as a convenient means to remove materials presumed to be controversial or disapproved of by segments of the community. Such abuse of the evaluation function violates the principles of intellectual freedom and is in opposition to the Preamble and Articles 1 and 2 of the **Library Bill of Rights**, which state:

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

The American Library Association opposes such “silent censorship” and strongly urges that libraries adopt guidelines setting forth the positive purposes and principles of evaluation of materials in library collections.

Adopted February 2, 1973; amended July 1, 1981, by the ALA Council.

[ISBN 8389-5406-5]

Expurgation of Library Materials: An Interpretation of the Library Bill of Rights

Expurgating library materials is a violation of the *Library Bill of Rights*. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agent, or its parent institution (if any). By such expurgation, the library is in effect denying access to the complete work and the entire spectrum of ideas that the work intended to express. Such action stands in violation of Articles 1, 2, and 3 of the *Library Bill of Rights*, which state that “Materials should not be excluded because of the origin, background, or views of those contributing to their creation,” that “Materials should not be proscribed or removed because of partisan or doctrinal disapproval,” and that “Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.”

The act of expurgation has serious implications. It involves a determination that it is necessary to restrict access to the complete work. This is censorship. When a work is expurgated, under the assumption that certain portions of that work would be harmful to minors, the situation is no less serious.

Expurgation of any books or other library resources imposes a restriction, without regard to the rights and desires of all library users, by limiting access to ideas and information.

Further, expurgation without written permission from the holder of the copyright on the material may violate the copyright provisions of the United States Code.

Adopted February 2, 1973; amended July 1, 1981; amended January 10, 1990, by the ALA Council.

[ISBN 8389-5419-7]

Challenged Materials: An Interpretation of the Library Bill of Rights

The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form which reflects the **Library Bill of Rights**, and which is approved by the appropriate governing authority.

Challenged materials which meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure. The *Library Bill of Rights* states in Article I that “Materials should not be excluded because of the origin, background, or views of those contributing to their creation,” and in Article II, that “Materials should not be proscribed or removed because of partisan or doctrinal disapproval.” Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line. The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure.

Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged.

Adopted June 25, 1971; amended July 1, 1981; amended January 10, 1990, by the ALA Council.

[ISBN 8389-6083-9]

Statement on Labeling: An Interpretation of the Library Bill of Rights

Labeling is the practice of describing or designating materials by affixing a prejudicial label and/or segregating them by a prejudicial system. The American Library Association opposes these means of predisposing people's attitudes toward library materials for the following reasons:

1. Labeling is an attempt to prejudice attitudes and as such, it is a censor's tool.
2. Some find it easy and even proper, according to their ethics, to establish criteria for judging publications as objectionable. However, injustice and ignorance rather than justice and enlightenment result from such practices, and the American Library Association opposes the establishment of such criteria.
3. Libraries do not advocate the ideas found in their collections. The presence of books and other resources in a library does not indicate endorsement of their contents by the library.

A variety of private organizations promulgate rating systems and/or review materials as a means of advising either their members or the general public concerning their opinions of the contents and suitability or appropriate age for use of certain books, films, recordings, or other materials. For the library to adopt or enforce any of these private systems, to attach such ratings to library materials, to include them in bibliographic records, library catalogs, or other finding aids, or otherwise to endorse them would violate the **Library Bill of Rights**.

While some attempts have been made to adopt these systems into law, the constitutionality of such measures is extremely questionable. If such legislation is passed which applies within a library's jurisdiction, the library should seek competent legal advice concerning its applicability to library operations.

Publishers, industry groups, and distributors sometimes add ratings to material or include them as part of their packaging. Librarians should not endorse such practices. However, removing or obliterating such ratings—if placed there by or with permission of the copyright holder—could constitute expurgation, which is also unacceptable.

The American Library Association opposes efforts which aim at closing any path to knowledge. This statement, however, does not exclude the adoption of organizational schemes designed as directional aids or to facilitate access to materials.

Adopted July 13, 1951. Amended June 25, 1971; July 1, 1981; June 26, 1990, by the ALA Council.

[ISBN 8389-5226-7]

Diversity in Collection Development: An Interpretation of the Library Bill of Rights

Throughout history, the focus of censorship has fluctuated from generation to generation. Books and other materials have not been selected or have been removed from library collections for many reasons, among which are prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual forms of expression, and other topics of a potentially controversial nature.

Some examples of censorship may include removing or not selecting materials because they are considered by some as racist or sexist; not purchasing conservative religious materials; not selecting materials about or by minorities because it is thought these groups or interests are not represented in a community; or not providing information on or materials from non-mainstream political entities.

Librarians may seek to increase user awareness of materials on various social concerns by many means, including, but not limited to, issuing bibliographies and presenting exhibits and programs.

Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials legally obtainable should be assured to the user, and policies should not unjustly exclude materials even if they are offensive to the librarian or the user. Collection development should reflect the philosophy inherent in Article II of the **Library Bill of Rights**: “Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.” A balanced collection reflects a diversity of materials, not an equality of numbers. Collection development responsibilities include selecting materials in the languages in common use in the community which the library serves. Collection development and the selection of materials should be done according to professional standards and established selection and review procedures.

There are many complex facets to any issue, and variations of context in which issues may be expressed, discussed, or interpreted. Librarians have a professional responsibility to be fair, just, and equitable and to give all library users equal protection in guarding against violation of the library patron’s right to read, view, or listen to materials and resources protected by the **First Amendment**, no matter what the viewpoint of the author, creator, or selector. Librarians have an obligation to protect library collections from removal of materials based on personal bias or prejudice, and to select and support the access to materials on all subjects that meet, as closely as possible, the needs and interests of all persons in the community which the library serves. This includes materials that reflect political, economic, religious, social, minority, and sexual issues.

Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause,

or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Librarians cannot justly permit their own preferences to limit their degree of tolerance in collection development, because freedom is indivisible.

Adopted July 14, 1982; amended January 10, 1990, by the ALA Council.

[ISBN 8389-6552-0]

Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights

Library policies and procedures which effectively deny minors equal access to all library resources available to other users violate the **Library Bill of Rights**. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” The “right to use a library” includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities which fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, level of education, or legal emancipation.

The selection and development of library resources should not be diluted because of minors having the same access to library resources as adult users. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Librarians and governing bodies should not resort to age restrictions on access to library resources in an effort to avoid actual or anticipated objections from parents or anyone else. The mission, goals, and objectives of libraries do not authorize librarians or governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents or legal guardians. Librarians and governing bodies should maintain that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.

Librarians have a professional commitment to ensure that all members of the community they serve have free and equal access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults.

Librarians and governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Adopted June 30, 1972; amended July 1, 1981; July 3, 1991, by the ALA Council.

[ISBN 8389-7549-6]

Restricted Access to Library Materials: An Interpretation of the Library Bill of Rights

Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violate the basic tenets of the **Library Bill of Rights**.

Historically, attempts have been made to limit access by relegating materials into segregated collections. These attempts are in violation of established policy. Such collections are often referred to by a variety of names, including “closed shelf,” “locked case,” “adults only,” “restricted shelf,” or “high demand.” Access to some materials also may require a monetary fee or financial deposit. More recently, some libraries have applied filtering software to their Internet stations that prevent users from finding targeted categories of information, much of which is constitutionally protected. In any situation which restricts access to certain materials, a barrier is placed between the patron and those materials. That barrier may be age related, linguistic, economic, or psychological in nature.

Because restricted materials often deal with controversial, unusual, or “sensitive” subjects, having to ask a librarian or circulation clerk for access to them may be embarrassing or inhibiting for patrons desiring the materials. Needing to ask for materials may pose a language barrier or a staff service barrier. Because restricted materials often feature information that some library patrons consider “objectionable,” the potential user may be predisposed to think of the materials as “objectionable” and, therefore, are reluctant to ask for access to them.

Barriers between the materials and the patron which are psychological, or are affected by language skills, are nonetheless limitations on access to information. Even when a title is listed in the catalog with a reference to its restricted status, a barrier is placed between the patron and the publication (See also **“Statement on Labeling.”**)

There may be, however, countervailing factors to establish policies to protect library materials—specifically, for reasons of physical preservation including protection from theft or mutilation. Any such policies must be carefully formulated and administered with extreme attention to the principles of intellectual freedom. This caution is also in keeping with ALA policies, such as **“Evaluating Library Collections,”** **“Free Access to Libraries for Minors,”** and the **“Preservation Policy.”**

Finally, in keeping with the **“Joint Statement on Access”** of the American Library Association and Society of American Archivists, restrictions that result from donor agreements or contracts for special collections materials must be similarly circumscribed. Permanent exclusions are not acceptable. The overriding impetus must be to work for free and unfettered access to all documentary heritage.

Adopted February 2, 1973; amended July 1, 1981; July 3, 1991; July 12, 2000, by the ALA Council.

[ISBN 8389-7552-6]

Hayward Public Library Internet Use Policy, Rules and Procedures

Policy: In order to provide timely access to information for every level of interest and ability in our diverse community from a variety of perspectives and in a variety of formats, the Hayward Public Library is committed to providing its customers with the latest advances in information technology. The Internet and the World Wide Web, a vast global electronic network, is the newest and one of the most significant of these electronic information resources offering unlimited information of every kind: informational, educational, and recreational. In keeping with the American Library Association's Library Bill of Rights, Article 5 that states, "A person's right to use a library should not be denied or abridged because of origin, age, background or views," the Hayward Public Library maintains that the Internet is for all library customers.

The Internet enables access to information, images and commentary beyond the confines of the Library's collection, mission, selection criteria, and collection development policies. Given the constantly evolving nature of the Internet and the absence of any governing body, there may be occasions when information of a controversial nature is accessed. Library staff cannot control the availability of information links, which often change rapidly and unpredictably. Library customers are advised, as with all library materials, to exercise judgement and discrimination when evaluating the usefulness and reliability of material found on the Internet. The Hayward Public Library does not monitor information accessed over the Internet and cannot guarantee the validity or accuracy of information found on the Internet. Library customers need to be good information consumers, questioning the validity of the information.

Library customers are warned that the Internet is not a secure medium and that privacy of e-mail and other communications is not guaranteed. All transactions, files, and communication are vulnerable to unauthorized access and use, and therefore, should be considered public. While many businesses offer the opportunity to buy merchandise by credit card on the Internet, the Hayward Public Library does not allow any commercial use of the Internet. The Library assumes no responsibility for damages to a user's computer, disks or files arising from the use of the Internet through a library connection.

The Hayward Public Library supports parents and guardians in their efforts to guide their children's intellectual and social development. Parents are encouraged to review the guidelines for Internet use in the pamphlets *Child Safety on the Information Highway*, and *Teen Safety on the Information Highway*, available at the Information Desks, and to discuss appropriate use with their children. As is the case

with other resources in the Library, it is the sole right and responsibility of the parent or guardian to provide any monitoring or restriction of their own child's access to the Internet. The Library does not provide this monitoring or supervision. In order to guide children's use of this information resource, the Library selects and provides on Internet computers in the children's room recommended search engines appropriate for children.

Using the Internet is a new experience for many Library staff. Some have more experience than others do. In all cases, we will try to assist you in accessing the Internet. Library staff cannot provide in-depth training concerning the Internet. We may, however, be able to offer searching suggestions and answer questions. Because of library scheduling, Internet-trained staff may not always be able to spend time helping you. Enjoy your exploration of the Internet, but remember that many times you will find the information you need in our books, periodicals, and electronic databases. If you have any questions, please ask for assistance at the Information Desk.

Rules: All Library customers accessing the Internet in the Library are expected to use this resource in a responsible and ethical manner, consistent with the educational, informational and recreational purposes for which it is provided and to abide by the Rules of Conduct that govern public behavior in the Library and the Rules and Procedures established for public use of the Internet. Library customers are asked to respect the privacy of Internet users and to refrain from intentionally observing customer's use of the Internet.

Library customers using the Internet may not:

- Use the Library's Internet terminals for unauthorized, illegal or unethical purposes.
- Modify or gain access to files, passwords or data belonging to the Library or others.
- Make any attempt to alter, damage and/or destroy computer hardware or software.
- Make unauthorized entry into other networks and systems.
- Violate the privacy of others, harass other users, or send harassing or threatening messages.
- Use the Internet terminals in the Library to view or disseminate illegal images.
- Make unauthorized copies of copyrighted or licensed software or data.

Procedures:

1. Computers are available from the time the Library opens until 5 minutes before closing.
 - 12:00 - 8:55 Monday
 - 10:00 - 8:55 Tuesday and Wednesday
 - 10:00 - 4:55 Thursday, Friday and Saturday
2. You must be signed in to use the station.
3. A maximum of two (2) 30-minute time slots per day (a total of one hour per day), may be reserved by signing the Internet Station Log Sheet.
4. When reserving and using library computers:

- If someone else is using the Internet Access computer, you may reserve it by signing the log sheet. Write your name in no more than two (2) empty time slots.
 - Individual use of the Internet is limited to one hour per day.
 - Please, no more than two (2) people at the computer at a time. Our space is very limited.
5. You may not use your own software programs on the library computers. This will help prevent computer viruses that are common on public computers.
 6. For now, you may save files on diskettes (available for purchase at the Circulation Desk for \$1.00 per diskette).
 7. Printing is available via a card access system at 10¢ per copy.
 8. Web Based Electronic mail (e-mail) is available. (Two quick stop e-mail terminals, at the Main Library only, are available for 15 minutes per customer.)
 9. Library staff at the Information Desk can often help with basic computer use and some information on the World Wide Web, however, we do not provide instruction on how to use the software. Tip sheets and books are available.
 10. Misuse of the computer or Internet access will result in loss of Internet privileges. Any illegal activity involving the Internet connection of the Library will be subject to prosecution by the appropriate authorities.

Revised: June 2000

Approved by the Hayward Library Commission: June 26, 2000